



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE AND SECURITY COMMAND
501ST MILITARY INTELLIGENCE BRIGADE
UNIT 15282
APO AP 96205-5282

JUL 25 2014

IADK-Z

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Brigade Policy Letter #20 - Managers' Internal Control Program

1. References:

- a. Army Regulation 11-2 (Managers' Internal Control Program) 4 January 2010.
- b. DoD Instruction 5010.40 (Managers' Internal Control Program Procedures) 30 May 2013.
- c. 501st Military Intelligence Brigade MICP Standard Operating Procedures, 16 Dec 13.

2. Purpose. To establish effective and efficient stewardship of brigade resources IAW existing laws, regulations, and policies.

3. Summary. I fully support the Managers' Internal Control Program (MICP) and expect members of this Command to do the same. Management controls are a key element in protecting our already scarce resources. Management controls are an integral part of this brigade's operation. AR 11-2 requires that this brigade have a MICP in place to provide reasonable assurance that government resources are being safeguarded against waste, loss, misuse, or misappropriation and that programs are being performed efficiently and effectively.

4. Specifics.

a. The Brigade Commander serves as the Assessable Unit Manager (AUM) and Senior Responsible Officer (SRO) for the brigade. The Commander certifies the results of required management control evaluations and signs the annual Statement of Assurance. The Brigade Budget Officer serves as the Internal Control Administrator (ICA) for the brigade and performs all duties required of the position.

b. Staff Section Leaders assist the ICA in formulating the MICP within the particular section's area of expertise. They evaluate functional areas within their arena using established management control checklists or acceptable alternate methods of evaluation (as outlined in the MICP). They are responsible for maintaining completed inspection checklists with supporting documentation and forward copies of inspection results to the ICA.

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c. Battalion Commanders serve as the Assessable Unit Manager (AUM) for their battalion. They immediately report any self-identified material weaknesses discovered within the unit to the appropriate brigade staff section OIC. Commanders also promote awareness of the MICP within the unit.

d. A material weakness occurs when a management control is either absent or ineffective. It warrants immediate attention on the part of unit leaders. Weaknesses can be identified through observation, self-inspection, internal inspections, or external audits / evaluations. Once identified, it is critical that the weakness is fully understood and a corrective action plan is quickly put into place to remedy the problem.

e. An annual Statement of Assurance is prepared and submitted IAW Intelligence and Security Command yearly guidance, the brigade MICP SOP, AR 11-2, and other regulatory guidance. The AUM must sign all DA Forms 11-2 to record and certify results of all inspections.

5. The point of contact for this policy letter is the Brigade Resource Management Officer (RMO) at DSN 315-723-4384.



KRIS A. ARNOLD
COL, MI
Commanding

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